

**CHECKLIST – Please submit the following documents with your application:**

- 1) Copy of your registered deed.
- 2) Current Federal Tax Return with all schedules, if self-employed two years.
- 3) Two current pay stubs for all household member 18 years or older, if self-employed a year to date income statement.

1. Applicant's Information

Owner's First Name: _____ Middle Initial: _____ Last Name: _____

Primary residence: _____ Neighborhood _____ Zip Code _____
(Please attach a copy of your recorded deed)

Owner's Social Security Number _____/_____/_____ Date of Birth: _____

Phone: Home () _____ Work () _____ E-mail _____

Co-Owner's First Name: _____ Middle Initial: _____ Last Name: _____
(All owners on deed must be co-applicants)

Primary residence, if different than above: _____

Co-Owner's Social Security number _____/_____/_____ Date of Birth: _____

Phone: Home () _____ Work () _____ E-mail _____

Race/Ethnicity: This information is for federal reporting purposes only. Please check the space that is applicable to your household.
Asian _____ Black _____ Hispanic _____ Native American _____ White _____ Female Head of Household _____ Other: _____

2. Income Eligibility

Please list all household members and their gross annual income below such as salary, social security/retirement benefits, unemployment, interest/dividend income, welfare, alimony/ child support and all other income. (Full time student's income is exempt.)

Household Member Name	Relationship to owner (s)	Age	Social Security Number	Annual Income	Source of Income

Total Household Income \$ _____

3. Getting Your Project Underway

Type of repairs you plan to do? Exterior Repairs _____ Interior Repairs _____ Both _____ Emergency Repairs _____

You may apply to only one program component. See attached program guidelines for income restriction and program guideline.

- ☐ **NEW! PaintWorks Plus – \$1,000 Cash Rebate** for exterior repairs ONLY (Attach photo and submit bid estimate(s) for proposed work.)
- ☐ **HomeWorks** – Interior and Exterior repairs/rehabilitation.
- ☐ **Boston's Historic HomeWorks – Exterior** rehabilitation for house 50 yrs or older (attach photo).
- ☐ **HomeWorks Emergency** – Immediate health and safety repairs ONLY.

We recommend that you obtain a cost estimate from at least two licensed registered contractors. For assistance, please see the attached Home Improvement Resource Directory.

Have you selected a contractor to do the repairs? _____. If yes, please submit with your application the two estimates that you have received. Please be sure to indicate which contractor you have selected for the project.

If you have not selected a contractor, would you like DND to provide you with a cost estimate? _____. If yes, please list repairs that you would like to have done.



Do you have funds to cover your portion of the cost of repair? ____ If yes, please include a copy of your bank statement or loan commitment letter with your application.

Are you currently working with another housing agency for repair assistance? ____ If yes, please state the agency's Name _____

4. Property Information

Type of Home (check one): Condominium ____ Single Family ____ Two ____ Three ____ Four ____

If your home is a multi-family rental property, please complete the information below.

Rental units	Tenant's Name	Current Rent	# Bedrooms	Are utilities included in rent? Yes / No
First unit		\$		
Second unit		\$		
Third unit		\$		

Monthly mortgage payment \$ _____ Monthly insurance payment if not included in your mortgage payment \$ _____. Monthly water and sewer bill \$ _____.

5. Affidavit

1. Do you owe the City of Boston any monies for incurred real estate taxes, rents, water & sewer charges or any other indebtedness? ____ If yes, please explain: _____
2. Are any of the applicants or their immediate family members – spouse, parents, children and siblings currently employed with DND? ____ If yes, Employee's name _____ Division Name: _____
3. Have any of the applicants filed for bankruptcy in the past 10 years? ____ If yes, is this home included in the bankruptcy? ____ If yes, please submit a copy of the discharge.
4. Has either applicant been foreclosed upon by City of Boston for non-payment of real estate taxes or other indebtedness? ____ If yes, please explain _____
5. Has either applicant been convicted of or been under indictment for any arson-related crimes? Yes ____ No ____
6. Has either applicant been convicted of violating any law, code, statute or ordinance regarding conditions of human habitation within the last three (3) years? ____ If yes, please explain _____
7. Has either applicant received or applied to receive home rehabilitation assistance or funds from DND in the last five (5) years? ____ If yes, which program? _____

Signatures

I/We hereby certify that the information provided in this application is true and complete to the best of my/our knowledge. I/we hereby authorize the City of Boston to investigate my record(s) of credit. I/We hereby grant to the Department of Neighborhood Development permission to enter my property for purposes of repair survey and inspection.

Applicant _____ Date ____/____/____

Co-Applicant _____ Date ____/____/____

How did you hear about Boston HomeWorks? _____





IMPROVING BOSTON, ONE HOME AT A TIME

The City of Boston's Department of Neighborhood Development (DND), through its Boston HomeWorks Program, offers eligible homeowners financial and technical assistance for their home improvement projects. Boston's owner occupants of 1-4 family homes, including condominium units, who meet program guidelines below can receive a conditional grant or loan to help finance the cost of repairing their homes.

PROGRAM GUIDELINES

Choose <u>ONE</u> Program	HomeWorks Grant	Boston's Historic HomeWorks Grant	PaintWorks Plus	HomeWorks Emergency Loan
Eligible repairs	Remodel kitchen/ baths; replace boilers/furnaces; painting, masonry, carpentry, replace windows. Excludes landscaping and luxury items.	Homes that are 50 years or older. Exterior repair only, i.e. painting, masonry, repair of clapboard/shingles.	Exterior repairs only : painting, , fencing, exterior carpentry, driveway, garage	Emergency health and safety repairs such as no heat, hot water, broken stairs or pipe and leaking roof.
Maximum Income Requirement	1 person - \$63,600 2 person or more - \$90,850		1 person - \$69,400 2 person or more - \$99,100	1 person - \$46,300 2 persons - \$52,950 3 persons - \$59,550 4 persons-\$66,150
Maximum Repair Cost	\$25,000	\$35,000	\$35,000	\$10,000
Maximum grant or loan available per program	Grant is one third (1/3) of the cost up to \$4,000 or \$5,000 with exterior painting. Minimum grant is \$1,000.	Grant is one half (1/2) of the repair cost up to \$5,000. Minimum grant is \$1,500.	Rebate Amount is 25% of the cost up to \$1,000. Minimum rebate is \$250.	Maximum loan is \$10,000 Minimum loan is \$1,500.
Additional Funds	Citizens Bank 1% Loan up to \$10,000 maximum is available to all eligible HomeWorks Participants. (Some restriction apply)			
Terms & Conditions	Conditional Grant: <ul style="list-style-type: none"> • No repayment if own and occupy for 10 years following date of grant • Secured by note and mortgage. • Payable in full if sell or move before 10 years • Good standing with City accounts 		<ul style="list-style-type: none"> • Conditional rebate • Good standing with City accounts 	Deferred loan: <ul style="list-style-type: none"> • 0% rate, payable upon sale or transfer • Secured by note and mortgage. • Good standing with City accounts

❑ **Step One:**

CHECK LIST - Please submit a complete application along with the following documents to the address below:

- **Copy of your recorded deed**, if one of the owners is deceased, please send an original copy of the death certificate.
- **Two current pay stubs** for all household members 18 years or older, if self-employed send a year to date income statement.
- **Current Federal Income Tax Return with all schedules**; if self-employed, provide two years.
- **Two estimates from licensed and registered contractors** and a copy of your bank statement (if available).
- For exterior repairs, please provide a picture of the house

Once your application package is received, a program manager will contact you to discuss your application and next steps.

❑ **Step Two: Enrollment**

Once your contractor's cost estimate is reviewed and approved by our construction specialist, and the Boston Landmarks Commission for historic repairs, an enrollment package will be forwarded to you. Included in it for your review and signature will be a program Terms and Conditions Agreement, Lead Paint Notification form, or a Work-Write Up, if applicable.

❑ **Step Three: Commitment**

Upon receipt of the program Terms and Conditions Agreement, Lead Paint Notification form and verification of your matching funds, you will receive a commitment letter from DND. You are now ready to sign a contract provided by DND with your contractor who will then obtain the required permits from the Inspectional Services Department (ISD) indicating you are ready to begin work.

❑ **Step Four: Repair Completion /Funding Closing**

When the contractor has completed the repairs to your home, he/she will contact ISD to have the work inspected. After ISD signs off on the permit, please provide a copy of the permit and your contractor's final invoice to your program manager who will schedule a final inspection with your DND construction specialist. Your program manager will set up a closing date with you to sign the promissory note and mortgage to be recorded.

- ❑ **Step Five: Receipt of Funds** - Upon final inspection and approval of DND construction specialist, you can expect a check will be issued payable to the contractor and sent to him/her within approximately four weeks from the date of the final inspection and DND approval.

